



MEMORANDUM

DATE: October 1, 2007

RE: CPE credits for Accountants

Certified Public Accountants (CPA) and Licensed Public Accountants (LPA) are required to complete 120 hours of Continuing Professional Education (CPE) every three years. The overriding consideration in determining whether a specific program qualifies as acceptable CPE is that it be a formal program of learning that contributes directly to the professional competence of the certificate holder. It is the responsibility of each individual to determine the appropriate programs that will assist his/her job performance.

According to the [Iowa Accountancy Examining Board Chapter 10](#), there is no pre-approval required for courses taken to satisfy CPE credit; however individuals should maintain an outline of the program and a record of their attendance.

If you are a CPA or LPA that would like to take advantage of a PDS sponsored training workshop for your continuing education, PDS is happy to issue a letter verifying your attendance. The letter will contain:

- Our organization name
- Location of course
- Title of course
- Principal instructor
- Dates attended
- Hours claimed
- Course outline enclosure

You may request an attendance verification letter in one of three ways:

1. Write **CPE** next to your name on the class sign-in sheet
2. Email pds@iowa.gov
3. Call (515) 725-2051

To sign up for a PDS workshop, complete and return the PDS [Course Registration Form](#) to:

Performance & Development Solutions
DAS-Human Resources
Attn: Dawn Stohs
1305 E. Walnut
Des Moines, IA 50319
Fax: (515) 242-6450

Course Registration Forms may be downloaded at <http://www.das.hre.iowa.gov/LearnAtPDS/> - See *Enrollment Forms*.